**When to use a COMMA**

Follow these 4 basic rules on when to use a comma, and you’ll look like less of a fool!

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| **L** | Lists! Use commas to separate items in a list.  *Examples:*  I like vanilla, chocolate, and strawberry flavours of ice cream.  She is so balanced! She’s really good at playing hockey, gets good grades, plays the guitar, and still finds time to hang out with her friends! |
| **I** | Introductory phrases! Use a comma after an introductory phrase in a sentence.  *Examples:*  Even though it was raining, we went for a walk outside.  When I grow up, I want to be a monkey trainer.  Aware that everyone’s eyes were on her, the dancer became very nervous. |
| **C** | Coordinating Conjunctions! Use a comma before a coordinating conjunction (FANBOYS: For, And, Nor, But, Or, Yet, So), **if** what follows the conjunction could be a stand-alone sentence (independent clause).  *Examples:*  I love pizza, and I would eat it every day if I could!  Joe has way too much homework tonight, so he can’t come to the party.  There are so many places I would like to travel, but, sadly, I don’t have an unlimited budget. |
| **E** | Extra information! Use a comma to “bracket off” extra information or an interruption from the rest of your sentence.  *Examples:*  The new girl, the one with the short hair who sits next to me, is really nice.  The pavement, still wet from the evening’s rain, shone in the moonlight.  The new schedules, unfortunately, won’t be ready until next week. |